

# East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061 518-477-7476

## Request for Reconsideration of Library Exhibit

Those who object to the content of an exhibit or part of an exhibit held at the library must submit their complaint on a Reconsideration of Library Exhibit form that will be judged according to the policies established by the Library. All library users are encouraged to read the library's Exhibit Policy before submitting their request. The Board of Trustees will review the Reconsideration request and notify the complainant in writing of the decision.

To assure prompt, complete consideration of your request we need the following information. Please attach additional pages if necessary. The form can be delivered to East Greenbush Community Library, 10 Community Way, East Greenbush, NY 12061

1. Type of material that you would like to have reconsidered.  item in exhibit case.  artwork.

2. Please describe the item \_\_\_\_\_  
\_\_\_\_\_

3. What brought the material to your attention? \_\_\_\_\_  
\_\_\_\_\_

4. Did you read or view the material in its entirety?  Yes  No

5. What objection do you have to this specific item? \_\_\_\_\_  
\_\_\_\_\_

6. Is there anything worthwhile in the exhibit? \_\_\_\_\_  
\_\_\_\_\_

7. What action would you like the Library to take concerning the exhibit? \_\_\_\_\_  
\_\_\_\_\_

8. Do you represent:  yourself  an organization. Organization name \_\_\_\_\_

Your request will be carefully considered. You will receive a written response concerning the status of the exhibit under reconsideration. You may appeal the decision of the Director to the Library Board of Trustees.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

Staff initials/Date Received \_\_\_\_\_